

City of Redmond, Washington

Purchasing Division, M/S: 3NFN

15670 NE 85th Street

PO Box 97010

Redmond, WA 98073-9710

RFI 10598-17/DKK Request for Information

Travel Management Software Solution

The City of Redmond is seeking options for a comprehensive solution to consolidate the employee training and travel process into an electronic format.

The City of Redmond, Washington requests interested parties to submit responses for the above referenced Request for Information.

Scope of Work

The purpose of this Request for Information (RFI) is to assist the City in gaining a better understanding of what comprehensive, commercial on-premise or hosted solutions are available in the marketplace for electronic management of employee training and travel. The City is seeking information and suggestions regarding what specific solutions are offered and what the rough estimated costs would be to implement and maintain a replacement system. A proposed listing of City requirements is attached as Attachment A, and incorporated into this RFI by this reference.

The requirements presented in Attachment A are for the City's informational purposes only. Non-compliance on some requirements is expected and will not be disqualifying.

The City may use information received from this RFI to formulate a future Request for Proposal (RFP) to secure a replacement system.

Background

The City of Redmond serves about 60,000 residents. The City has approximately 700 full-time employees. Annually, the City processes approximately 300-400 employee requests for training and/or travel. Many, but not all, have a financial component and may include expenses, advances, per diem, reimbursement, reconciliation, and/or pro-card reconciliation.

Current State

There are two systems currently in use:

- 1.) Some requests and approvals are handled through an in-house custom electronic SharePoint-based system. Finance has limited access to and makes limited use of this system when processing travel expenditures.
- 2.) All other requests in the City are submitted on paper forms.

The SharePoint system works reasonably well but has flaws. Before deploying this system citywide, the City would like to explore other available purpose-designed products.

City Standard/Preferred Platform

A preferred solution would be compatible with the City's standard hardware and software environment, which includes:

- Hewlett-Packard servers, desktops, and laptops
- Microsoft Windows desktop and server operating systems
- Microsoft SQL databases
- VMWare virtualization

Response Due Date/Time

11:00 AM (local time) on Thursday, November 9, 2017. The City of Redmond – Purchasing & Contracts Division must receive responses no later than said date and time. Responses to this RFI can be submitted for as long as this RFI is posted. In order for a response to be considered in the structuring of a subsequent RFP, it should be submitted no later than the advertised due date.

Submissions may be hand-delivered to Redmond City Hall, Purchasing Division, MS: 3NFN, 15670 NE 85th Street, Redmond, WA 98052 (drop off on 2nd floor at the Customer Service Desk) or mailed to City of Redmond, Purchasing Division, MS: 3NFN, PO Box 97010, Redmond, WA 98073-9710. Please place solicitation/RFI number on delivery envelope. Alternatively, responses may be emailed to purchasing@redmond.gov.

Response Requirements

All costs for developing an RFI are the obligation of the respondent and are not chargeable to the City. All responses will become property of the City and will not be returned.

This is a "Request for Information" only. This RFI imposes no contractual obligation whatsoever on the part of the City or respondent. The City at its option may use information obtained from this process in the development and preparation of a future Request for Proposal (RFP), which would be used to secure specific products and services.

1. Information Response Format
 - a. If respondents choose to hand-deliver or mail a printed response, the City requires one (1) printed copy, unbound, on 20lb white bond paper. In keeping with the City's environmental sustainability efforts, do not bind your response, nor include binders, report covers or unrequested indexing/divider pages. No cover letter is necessary. Use of recycled content paper is preferred.
 - b. If respondents choose to submit an electronic response, the City requires one (1) emailed copy be sent to purchasing@redmond.gov.

2. Information Content Format - The City desires a response to each specific requirement, outlined in Attachment A, in the order each requirement appears in the document. Non-compliance on some requirements is expected and will not be disqualifying.
3. Estimated Pricing Format - The City desires information regarding the costs associated with acquiring a comprehensive solution to replace its existing system of the size and capacity as outlined in this request. Please indicate if the solution recommended would be hosted or on-premise. In your response, please include information and estimated pricing for:
 - a. Start-up Costs (including licensing, implementation & staff training)
 - b. Annual On-going Maintenance Costs (beginning post installation)

Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington public disclosure laws. Marking the entire response as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire response or disqualification of the response solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Questions/Inquiries

Please direct any questions concerning this Request for Information, the City's requirements or its evaluation process to the agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request.

RFI Content:

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